



IPSWICH SCHOOL

Assistant to the Senior Management Team (SMT)

**Permanent, full time during term time and for up to 15 days in the School holidays
Required as soon as possible**

THE SCHOOL

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. It has circa 1,000 pupils aged between 3 months and 19 and is co-educational throughout. The 2025 Inspection of the Senior School was extremely positive, a judgement of which we are very proud. The School operates a 5-day week, with representative sports played during the week and on Saturdays. This post is based in the Senior School.

Find out more about us by visiting our website: www.ipswich.school.

THE POST

We are seeking to appoint a highly organised and proactive Assistant to the Senior Management Team (SMT) to provide comprehensive support to allocated members of the SMT. This is an important role within the School, offering an exciting opportunity to contribute to the effective running of pastoral, safeguarding, co-curricular, academic and whole school operations, in a busy independent school environment.

The role will provide dedicated support to the Senior Deputy Head (Academic and Co-Curricular), Deputy Head (Pastoral/Head of Boarding), Assistant-Head (Academic and Co-Curricular), Head of Lower School, Head of Middle School and Head of Sixth Form and will be responsible to the Executive Assistant to the Head.

The successful candidate will be discreet, efficient and forward thinking with excellent organisational skills and the ability to manage sensitive information with the utmost professionalism and confidentiality.

The post holder will help maintain and improve robust administrative processes, enabling the SMT to focus on strategic priorities while ensuring that day to day operational demands are met.

The exact nature of the role will depend on the strengths of the individual appointed and the evolving requirements of the school.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

SMT Support

- Provide comprehensive administrative support to the allocated members of the SMT.
- Manage calendars, meetings and associated scheduling.
- Prepare documentation, reports, agenda, letters and minutes as required, including taking minutes that include meetings of the Governing body.

Pupil Administration

- Coordinate appropriate and timely communication with parents and pupils as required.
- Plan internal events for Pupils such as social events, subject choice events
- Record, track and organise detentions.
- Assist with the preparation and distribution of Pupil handbooks and revision guides.

Safeguarding

- Maintain secure and confidential compliant records in line with statutory requirements and school policy.

Co-Curricular and Events Support

- Assist with the organisation and planning of Parents' Evenings, Admissions events, Open Mornings and other whole school or section events.
- Support Speech Day planning, including the organisation and tracking of prizes.
- Organise and execute meetings with Heads of Houses, Heads of Departments and other members of teaching staff.

Data Management

- Act as a high level user for key school systems such as iSAMS and CPOMs, supporting other staff in their effective use of these platforms.
- Extract and prepare data for operational needs ensuring accuracy and timely availability.
- Completion of statutory returns as required.
- Input and manage Event relevant data with all departments to avoid clashes, ensuring that the School calendar (in all formats) is up to date.

This list is not exhaustive, and may include a range of other tasks that are deemed reasonable and within the scope of the Assistant to the Senior Management Team.

PERSON SPECIFICATION

Essential

- Minimum of 2 years of experience in a high-level administrative or secretarial support role.
- Experience of handling confidential and sensitive information.
- Experience of handling multiple diaries, meetings and competing priorities.
- Experience of preparing professional documentation.
- Advanced proficiency in using Microsoft Office or Google Workspace
- Recent Safeguarding training or willingness to undertake.

Desirable

- Experience of co-ordinating events.
- Previous experience in an educational environment.
- Previous experience of using school databases, software and systems.
- Administrative or business qualification.

PERSONAL ATTRIBUTES

- Excellent organisational skills with the ability to prioritise and manage multiple tasks under pressure
- Highly developed attention to detail and accuracy
- Excellent written and verbal communication skills
- High level of discretion and confidentiality
- Ability to be proactive and efficient, and to anticipate needs
- Strong problem-solving skills
- Calm, professional and resilient approach
- Strong sense of responsibility and integrity
- Ability to work collaboratively with a range of stakeholders
- Flexibility and willingness to adapt

HOURS OF WORK, SALARY AND BENEFITS

- This is a permanent post (subject to satisfactory completion of a probationary period lasting 6

months).

- The hours of work during Ipswich School term time are usually between 8.00 am - 4.30 pm, Mondays to Fridays (35 weeks per annum), with a one-hour unpaid break for lunch (7½ hours per day, 37½ hours per week)
- During Ipswich School holiday periods, the post holder will usually work from 8.30 am - 4.30 pm with a one-hour break for lunch (7 hours per day) for a total of up to 15 days (or a combination of full and half days up to this amount) at convenient times to be agreed with the Head's EA. This is likely to include time in August to deal with public examination results and prepare for the start of the new academic year.
- There may from time to time be the requirement to attend events and appointments outside of normal school hours, for which time off in lieu may be taken, or to work some additional hours at other times which may be claimed separately via a timesheet
- Please note you are always expected to work your normal hours on the two days prior to the start of the Michaelmas (Autumn) term each year, and on the INSET day (currently in February each year). These days are staff INSET days for training and development activities and they are included in the definition of Ipswich School term time.
- Holidays may only be taken during Ipswich School holiday periods, and at times to be agreed outside of the requirements above.
- The salary for this post (for the hours as described above) will be £25,152.71 per annum and includes the holiday pay per annum as required by the Working Time Regulations.
- Salaries are paid monthly in arrears by BACS on the last working day of each month throughout the year and are reviewed annually on 1 September, with the first review for this post taking place in September 2027.
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support.
- After 3 months' service and/or in line with workplace pension legislation, the post holder will be entitled to join a defined contribution pension scheme, with a generous employer contribution and life cover

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Completed application forms should be returned **by 5pm on Thursday 25 June 2026** to:

The Director of HR, Ipswich School, 25 Henley Road, Ipswich, Suffolk IP1 3SG. If you are submitting your completed application form electronically please email it to: hr@ipswich.school.

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Interviews are likely to take place in **the week commencing Monday 29 June 2026.**

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead (the Senior Deputy Head, Pastoral for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

June 2026